



Superior Court of California, County of Lassen

Employment Application

220 S Lassen Street Suite 9, Susanville, CA 96130
(530) 251-8001

DO NOT WRITE IN THIS SPACE

☐ Accept

☐ Reject

- ☐ Experience
☐ Education
☐ Incomplete Application
☐ Late Application
☐ No Supplemental App.
☐ Other _____

Initials: _____ Date: _____

Initials: _____

Date: _____

Notice Sent : _____

Applications: Applications for employment are accepted only during a time of recruitment. When a final filing date is indicated, a completed "Employment Application" form must be received by the Superior Court of California, County of Lassen before 5:00 PM of the closing date. The application must be filled out completely and clearly show that the minimum requirements are met. ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND INVESTIGATION. An applicant's acceptability for any examination must be based on the information on his/her application. An application and attachments, once submitted cannot be returned.

Equal Opportunity: The Lassen County Superior Court is an equal opportunity employer, observing Federal, State and Local laws regarding discrimination on the basis of non-merit factors including sex, age, marital status, race, color, ancestry, national origin, medical condition, handicap, and sexual preference.

Alcohol/Drug Test, Medical, and/or Fingerprint Requirements: All prospective Court employees shall have a pre-employment Alcohol/Drug test. A medical screening may be required before appointment to a position. Fingerprinting will be required for certain positions within the Court.

I hereby certify that all statements made in the application are true and correct. I understand that this application will be used in determining my qualifications to advance to further stages of competition. I authorize investigation of all matters contained in this application. I agree and understand that any misstatements or omissions of material facts herein may result in elimination from the examination process or forfeiture of all employment rights associated with this examination process.

Signature _____ Date _____

1. PLEASE TYPE OR PRINT IN DARK INK

Name: _____
(Last) (First) (Middle)

Social Security #: _____

Mailing Address: _____
(Number and Street) (City and State) (Zip Code)

Home Telephone #: _____ Okay to leave message? ☐ Yes ☐ No Other Contact #: _____

Position Applying For:

2. Can you, after employment, submit proof of your legal right to work in the United States?

☐ Yes ☐ No

3. Special test arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific day or date. Do you require such special arrangements? If yes, check the box below and attach a letter to this application explaining the nature of the special accommodations you require. In addition, please contact Superior Court of California, County of Lassen (530) 251-1879 at least two weeks prior to the test date printed on the job bulletin.

☐ Yes

4. Do you possess a valid California Driver's License? (Fill in the information below only if required on the job announcement.)

☐ Yes ☐ No.

License # _____

Class _____

Restrictions _____

5. In addition to English, list any other languages you:

Possess verbal fluency in _____

Possess written fluency in _____

6. If this position requires keyboarding skills, please indicate.

Keyboarding speed: _____

You may be required to provide your original certificate.

7. Please indicate in which software programs you are proficient.

- ☐ MS Word ☐ Other _____
☐ MS Access ☐ Other _____
☐ MS Excel ☐ Other _____
☐ MS Outlook
☐ Word Perfect
☐ Other _____

8. Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last 10 years? ☐ Yes ☐ No

If yes, give the name and address of the employer(s), reason for each release and dates of employment. (If additional space is needed use box 10.) _____

(If answer is yes, it is not necessarily a bar to employment. Each case is given individual consideration, based on job relatedness.)

9. Arrest and Conviction Information: Pursuant to California Labor Code section 432.7, the Court, as a criminal justice agency, may inquire about arrests including those that did not result in convictions.

List any and all arrests, whether or not they resulted in a conviction. Make attachments if needed.

Date and location of arrest: _____

Violation Code: _____ Conviction Date: _____

Explanation (Give details in box 10.)
(Provide attachments if necessary.)

10. Explanations (Attach additional sheets if needed.):

| Education | | | | | | | |
|---|------------------------------------|-----------------------|---------------|--|------|----------------|-----------------------|
| Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | If not, do you possess a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Names of College, Graduate, Professional, Business, and/or Trade School (s) Attended: | | | | | | | |
| Name of School | Location (City, State, Country) | Course of Study/Major | # Of Units | Check One | | Type of Degree | Completed (Yes/No) |
| | | | | Sem. | Qtr. | | |
| | | | | | | | |
| | | | | | | | |

| Licenses or Certificates | | | | | |
|--|----------------|---------------|------------------------------|------|-----------------|
| Professional Licenses or Certificates, if required | Issuing Agency | Issuing State | License/Certification Number | Date | Expiration Date |
| | | | | | |
| | | | | | |

| Employment Experience | | | |
|--|---|--|-------------------------|
| List all experience, starting with your most recent job. List different jobs/positions with the same employer separately. If you need additional space you may attach a resume (which can not be substituted for completing this application) and include answers to all of the questions asked on this application about each job experience. Refer to the Job Bulletin for this recruitment to help you decide whether a job you have held fulfills all or part of the Employment Standards. | | | |
| Official Job Title: | | Name of Employer: | |
| Mailing Address: | Supervisor's Name: | | Supervisor's job title: |
| | Salary: \$ hr/mo/wkly (circle one) | Reason for leaving: | |
| Dates of Employment: From / / To / / | Hrs per week: _____ Length of Employment: Yrs. Mos. | Are we authorized to contact this employer regarding your employment record?: <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's phone number: | |
| Description of primary duties: | | Number of Employees Supervised: _____ | |

| | | | |
|--|---|--|-------------------------|
| Official Job Title: | | Name of Employer: | |
| Mailing Address: | Supervisor's Name: | | Supervisor's job title: |
| | Salary: \$ hr/mo/wkly (circle one) | Reason for leaving: | |
| Dates of Employment: From / / To / / | Hrs per week: _____ Length of Employment: Yrs. Mos. | Are we authorized to contact this employer regarding your employment record?: <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's phone number: | |
| Description of primary duties: | | Number of Employees Supervised: _____ | |

| | | | |
|--|---|--|-------------------------|
| Official Job Title: | | Name of Employer: | |
| Mailing Address: | Supervisor's Name: | | Supervisor's job title: |
| | Salary: \$ hr/mo/wkly (circle one) | Reason for leaving: | |
| Dates of Employment: From / / To / / | Hrs per week: _____ Length of Employment: Yrs. Mos. | Are we authorized to contact this employer regarding your employment record?: <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor's phone number: | |
| Description of primary duties: | | Number of Employees Supervised: _____ | |

An Equal Opportunity and ADA Compliant Employer
Superior Court of California,
County of Lassen

This sheet will be removed before the application is reviewed

Age

- ☐ Under 21
- ☐ 21-39
- ☐ 40-69
- ☐ 70 and over

Gender

- ☐ Male
- ☐ Female

Ethnicity/Race

- ☐ White
- ☐ Hispanic
- ☐ Black
- ☐ Filipino
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaska Native

How did you learn of this job opening?

- ☐ Internet
- ☐ Job Fair
- ☐ Trade or Professional Publication: _____
- ☐ Television or Radio
- ☐ Friend or Relative
- ☐ Job Line
- ☐ The newspaper: _____
- ☐ Other: _____

